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MEMORANDUM FOR: All Members or Alternates of the
OTR Education Committee

SUBJECT : Scheduled Meeting

25X1A6a 1. A meeting of the Education Committee will be held on
18 February 1960 at 0930 hours in the OTR Conference Room, Build-
ing [REDACTED]

2. This meeting will consider the attached outlines as some
of the pertinent areas to be included in the Instructor's Handbook.
Please look over these outlines in order that you will be familiar
with proposed coverage in these areas and can make suggestions as
to possible additions or revisions.

25X1A9a 3. At this meeting we would also like an interim report from
the committee of [REDACTED] who are studying the
orientation and briefing policy and procedures for instructional
personnel new to OTR or returning to OTR from a rotational assign-
ment.

[REDACTED]
Chairman

25X1A9a

Distribution



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